



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH
VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CSA-06-19	POSITION: Supervisory Psychiatric Nurse												
POSITION SERIES: 0610	POSITION GRADE: NS-13												
OPENING DATE: 10/24/05	CLOSING DATE: Open Until Filled												
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 11/07/05 (and every two weeks thereafter).	SALARY RANGE: \$63,211 - \$82,180 per annum												
WORKSITE: 1250 U St., N.W. and Various Community Locations	TOUR OF DUTY: 8:30 a.m.- 5:00 p.m. Monday-Friday												
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Unlimited												
AGENCY: D.C. Community Services Agency	NO. OF VACANCIES: One (1)												
DURATION OF APPOINTMENT: (<input checked="" type="checkbox"/>) Permanent () Term (13 months to 4 years) Not to Exceed _____. () Temporary (Up to 1 year), Not to Exceed _____ months.													
() This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction. (X) This position IS NOT in a collective bargaining unit.													
"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.													
<p>BRIEF DESCRIPTION OF DUTIES: As Nurse Coordinator, the Supervisory Psychiatric Nurse provides leadership and professional supervision of approximately 25 clinical staff, including Psychiatric Nurses, Mental Health Counselors or Specialists, and Psychiatric Nursing Assistants in a community outreach and/or site based program. Serves as a clinical role model and working supervisor, demonstrating effective, state of the art interventions with consumers in treatment situations. Establishes nursing standards, policies, and practices. Monitors and evaluates performance, infection control, quality control, risk management, credentialing and peer review. Assures that medical records are accurately and adequately maintained for purposes of documenting the necessity of medical care and active treatment in accordance with Medicaid/Medicare, or third party reimbursement requirements. Performs administrative supervisory duties including employee recognition, training, performance evaluation and discipline. Provides direct psychiatric clinical nursing services.</p>													
<p>QUALIFICATIONS REQUIREMENT: Applicants must meet the following requirements:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Education</th> <th style="text-align: left; border-bottom: 1px solid black;">Experience</th> </tr> </thead> <tbody> <tr> <td>Associate Degree Program or Diploma Program with less than 30 hours</td> <td>4 years</td> </tr> <tr> <td>Diploma Program of 30 months or more</td> <td>3 years</td> </tr> <tr> <td>Baccalaureate Degree Program</td> <td>3 years</td> </tr> <tr> <td>Masters Degree</td> <td>2 years</td> </tr> <tr> <td>Ph.D.</td> <td>1 year</td> </tr> </tbody> </table> <p>One (1) year of the required professional nursing experience must be sufficiently related to psychiatric nursing. Candidate must be currently licensed as a Registered Nurse with the District of Columbia. Current DMH nursing personnel must submit a copy of their current D.C. license. The license, and/or supporting documentation of application, must accompany the DC-2000 application for employment.</p> <p>In addition to meeting the basic requirements, this position requires one (1) year of professional experience at the next lower grade level.</p>		Education	Experience	Associate Degree Program or Diploma Program with less than 30 hours	4 years	Diploma Program of 30 months or more	3 years	Baccalaureate Degree Program	3 years	Masters Degree	2 years	Ph.D.	1 year
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<p>SELECTIVE PLACEMENT FACTOR(S): It is desirable that the candidate possess a Master's Degree or higher in Nursing.</p>													

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

RANKING FACTORS

1. Mastery knowledge of advanced nursing principles, theories, concepts and clinical practice as they relate to psychiatric nursing.
2. Ability to manage the program's compliance with Centers for Medicaid Services Standards of Care.
3. Knowledge of current trends in nursing practice, education, research, healthcare administration and health policy related to psychiatric nursing.
4. Ability to articulate the vision, mission, values positions, activities and priority concerns of the D.C. Community Services Agency both verbally and in writing.
5. Ability to perform the full range of supervisory duties such as identifying training needs, delegating authority, formulating goals and policies, and providing leadership.

NOTE: A ONE (1) YEAR MANAGERIAL PROBATIONARY PERIOD MAY BE REQUIRED UPON ASSIGNMENT TO THE POSITION.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: John Coghlan, (202) 698-2384
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."